



NSORG Lunch & Learn Webinar Series Session #6 Takeaways

My Award Has Been Activated, Now What?

Pre-Award Activation

- Before DED can “activate,” or publish, an award, the recipient must:
 - Submit their application to the satisfaction of DED
 - Receive & sign their NSORG Award Agreement
 - Receive budgetary approval by DED
 - Small Business Recipients must complete a Site Visit

Award Activation

- Once all the requirements are satisfied, you will receive multiple emails from AmpliFund as well as an “Award activation email” from your program manager.
 - The Award Activation email will contain 6-7 steps recipients will have to complete before DED can release the initial payment.
 1. Verify your account has two users.
 2. Assign a recipient grant manager.
 3. Complete W-9 and ACH Enrollment Custom Form.
 4. Complete the Recipient and Project Information Form.
 5. DED must conduct a Site Visit (Small Business Recipients Only).
 6. Approve payment schedule included in the award activation email.
 7. Submit initial payment request.

I Have Completed the Award Activation Steps, Now What?

- Your program manager will send you a Release of Funds Letter. Once you receive this letter you are authorized to:
 - Submit monthly payment requests.
 - Begin inputting expenses and closing budget reporting periods.
- Tip: It is best to input grant related expenses as you spend the money to keep track during the process.

Budget Reporting Periods

- You are required to submit a Monthly Budget Report every month – even if you do not have any expenses to report.
 - Tip: To Submit a report hit CLOSE; to save a report to reedit later hit SAVE
- If your Budget Reporting Period gets REJECTED, DO NOT create a new one, just EDIT the one that was submitted.

Resources Available to Recipients:

- Program Managers: ([Contact us with this link](#))
 - Mike Vlassakis
 - Deisy Coyle
 - Abra Kataka
 - Diamond Cook
 - Paul Koesters
 - Atticus Stansbury
 - Daren Waters
 - Elizabeth Blanco Rodriguez
- Business Managers:
 - Daren Waters - North Omaha Office: 5319 N 30th St., Suite B, Omaha NE 68111
 - Appointments available by request
 - Elizabeth Blanco - South Omaha Office: 2909 Edward Babe Gomez Ave., Omaha, NE 68107
 - Appointments available by request
- [Lunch & Learns](#)
- [AmpliFund Support](#)
- [ZenDesk](#)
- [NAM: Nonprofit Association of the Midlands](#)
- [Julian Young Business Advisors](#)